



Human Resources

UPDATED AUGUST 9, 2005

DATE POSTED: August 01, 2005

REQ. # 05-179U

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 08-01-2005 TO 08-05-2005,
but will remain open until filled.

DEPARTMENT/DIVISION
CENTRAL SERVICES

POSITION AVAILABLE
MAINTENANCE COORDINATOR - ADMIN./JUDICIAL MAINTENANCE

OF OPENINGS
1

STARTING SALARY
\$36,720.74 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 596
PAY GRADE 19
SALARY: \$36,720.74 - \$57,844.80
MAINTENANCE COORDINATOR

MAJOR FUNCTION: Responsible, skilled and supervisory work in directing a program of maintenance and repair of grounds, buildings and facilities.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

KNOWLEDGE: Knowledge of the methods, techniques, tools and materials used in the building trades. Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions. Knowledge of the materials commonly used in the care and maintenance of grounds and buildings. Knowledge of material safety data sheets contents and their implementation.

ABILITIES: Ability to lay out work and instruct skilled and semi-skilled workers in a variety of maintenance activities. Ability to establish and maintain good working relationships with associates and the general public. Ability to read and interpret sketches and blueprints. Ability to supervise effectively.

ESSENTIAL JOB FUNCTIONS: Supervises and performs the work in maintenance and repair of plumbing, painting, carpentry, electrical systems and fixtures and in the remodeling and the renovation of various County-owned buildings and facilities. Arranges work schedules of maintenance employees. Plans and designs renovations and modification of buildings and structures. Estimates time, materials and costs. Procures and controls the use of supplies and equipment. Maintains records and makes reports as required. Presents budget on special projects, new or old renovation. Keeps track of assigned budget. Requests outside divisions and contractors for bids/proposals on new and old contracts and coordinates construction being accomplished by outside divisions and contractors. Confers with department Heads regarding their maintenance needs and problems. Makes recommendations as to the design of renovation and building maintenance projects. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: The ability to inspect various areas of existing buildings including roofs, mechanical rooms and chases. Climb ladders and scaffolding. Lift occasional 50 pounds. Good vision and hearing with or without correction.

ENVIRONMENTAL CONDITIONS REQUIREMENTS: Work inside an office and in all areas of municipal facilities. Work in dusty, hot areas. Work in physically dangerous areas around moving machinery.

WORK HAZARDS: Work with power tools, in areas with high voltage and volatile solutions. Electrical shock, injury or burn hazards.

SAFETY EQUIPMENT USED OR NEEDED: Eye and ear protection. Protective clothing.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma.

EXPERIENCE: Three (3) years experience in general building maintenance and repair. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATES OR REGISTRATION: Valid Florida Driver's License is required. Good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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